

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. One (1)		3. EFFECTIVE DATE See Block 16 (c) 214.6		4. REQUISITION/PURCHASE REQ. NO. See Block 12	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE	
National Aeronautics and Space Administration Goddard Space Flight Center Code 214.6/Contracting Officer Greenbelt, MD 20771					

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE (X)	9A. AMENDMENT OF SOLICITATION NO.	FACILITY CODE 9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. <i>Rgm</i> NAS5-32590 NAS5-00047	10B. DATED (SEE ITEM 13) 01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram Or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 179

See Page 2

PPC:PF

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.

IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	d. OTHER (Specify type of modification and authority) This unilateral modification is issued pursuant to the Limitation of Funds Clause (52.232-22)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to provide an additional allotment of funds. Accordingly:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Verron M. Brade	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Verron M. Brade</i> (Signature of Contracting Officer)	16C. DATE SIGNED 2/1/00

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA

1. Block 21 "ACCOUNTING AND APPROPRIATION" is revised to add the following:

<u>PCN</u>	<u>JON</u>	<u>APPN</u>	<u>OBLIGATE</u>	<u>BLI</u>	<u>QC</u>
400-52157A(1C)	400-992-87-01-01	800/10110(00)	\$4,000,000	A501	40-2590

TOTAL OBLIGATION IS: \$4,000,000

2. Clause B.6--CONTRACT FUNDING is revised to make additional funds available, as follows:

	<u>FROM (Basic)</u>	<u>BY</u>	<u>TO</u>
Cost	\$ 1,000,000	\$ 3,570,802	4,570,802
Fee	<u>0</u>	<u>429,198</u>	<u>429,198</u>
TOTAL	1,000,000	4,000,000	5,000,000

The period of allotment is extended through April 15, 2000.

-End of Modification 1-

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. Two (2)	3. EFFECTIVE DATE See Block 16 (c) 214.6	4. REQUISITION/PURCHASE REQ. NO. See Block 12	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE		
National Aeronautics and Space Administration Goddard Space Flight Center Code 214.6/Contracting Officer Greenbelt, MD 20771			

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE (X)	9A. AMENDMENT OF SOLICITATION NO.	FACILITY CODE 9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-32590	10B. DATED (SEE ITEM 13) 01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram Or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 179

See Page 2

PPC:PF

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(b)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	d. OTHER (Specify type of modification and authority) This unilateral modification is issued pursuant to the Limitation of Funds Clause (52.232-22)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to provide an additional allotment of funds. Accordingly:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bradley J Poston	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Bradley J Poston</u> (Signature of Contracting Officer)	16C. DATE SIGNED MAY 3 2000

1. Block 21 "ACCOUNTING AND APPROPRIATION" is revised to add the following:

<u>PCN</u>	<u>ION</u>	<u>APPN</u>	<u>OBLIGATE</u>	<u>BLI</u>	<u>OC</u>
400-52166A(1C)	400-992-87-01-01	800/10110(00)	\$6,000,000	A501	40-2590

TOTAL OBLIGATION IS: \$6,000,000

2. Clause B.6--CONTRACT FUNDING is revised to make additional funds available, as follows:

	<u>FROM (Mod 1)</u>	<u>BY</u>	<u>TO</u>
Cost	\$4,570,802	\$5,485,213	\$10,056,015
Fee	<u>429,198</u>	<u>514,787</u>	<u>943,985</u>
TOTAL	\$5,000,000	\$6,000,000	\$11,000,000

The period of allotment is extended through July 31, 2000.

-End of Modification 2-

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1 CONTRACT ID CODE	PAGE 1 OF 1 PAGES
2 AMENDMENT/MODIFICATION NO Three (3)	3 EFFECTIVE DATE See Block 16C	4 REQUISITION/PURCHASE REQ NO See Block 12	5 PROJECT NO. (If applicable)	
6 ISSUED BY NASA/Goddard Space Flight Center Goddard Space Flight Center/Code 214.6 Att: Bradley J. Poston Greenbelt, MD 20771		7 ADMINISTERED BY (If other than item 5) CODE		
8 NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP Code) QSS Group, Inc Attn: 4500 Forbes Boulevard Lanham, MD 20706			9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-00047 10B. DATED (SEE ITEM 13) January 01, 2000	
CODE		FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 179 ~~See attachment~~ PPC: ~~PF~~ PF

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER Specify type of modification and authority) This unilateral modification is issued pursuant to the Limitation of Funds (52.232-22)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to correct an administrative error in modification two.

Page one of modification two cited the incorrect contract number in block 10A. The number should be NAS5-00047 not NAS5-32590. Page two of the modification was correct as prepared

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bradley J Poston, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY Bradley J Poston (Signature of Contracting Officer)	16C. DATE SIGNED MAY 11 2000
(Signature of person authorized to sign)			

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 12
2. AMENDMENT/MODIFICATION NO. Four (4)	3. EFFECTIVE DATE See Block 16 (c) 214.6	4. REQUISITION/PURCHASE REQ. NO. See Block 12	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE	
National Aeronautics and Space Administration Goddard Space Flight Center Code 214.6/Contracting Officer Greenbelt, MD 20771			

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE (X)	9A. AMENDMENT OF SOLICITATION NO.	FACILITY CODE	9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-00047		10B. DATED (SEE ITEM 13) 01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ Is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 179

See Page 2

PPC:PF

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,

IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

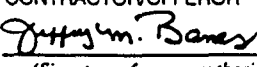
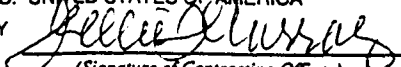
(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement by Both Parties
	d. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to change the period of allotment date under Clause B.6 CONTRACT FUNDING to August 31, 2000, and to revise several other clauses. Accordingly:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Jeffrey M. Banes, Manager of Contracts		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kellie J. Murray	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 07/21/00	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 7-25-00

This modification replaces clauses B.5 COST INCENTIVE, G.4 AWARD FEE FOR SERVICE CONTRACTS, H.7 SERVICE FORECASTS AND OPERATING PLANS, and H.8 POINTS OF CONTACT with revised clauses. Also, this modification adds clause G.14 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS, adds an insertion into Section I clause 52.244-2, adds clause I.14 INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES, and adds Attachments F and G to J.1 LIST OF ATTACHMENTS. The changes to the contract are as follows:

A. Clause B.5 COST INCENTIVE is replaced with the following:

B.5 COST INCENTIVE

(a) INCENTIVE FEE AND AWARD FEE: This is a cost-plus-incentive fee/award fee contract. The contractor's cost performance under this contract is evaluated based on a cost incentive. The award fee elements are evaluated in accordance with clause G.4 AWARD FEE FOR SERVICE CONTRACTS and cover only the contractor's technical performance under this contract. The first and ninth incentive fee periods in the contract will have a duration of nine months, and the remaining periods will have a duration of six months.

(1) The total incentive fee pool shall equal 25% of the total available fees under this contract. An incentive fee will be determined and paid at the end of each incentive fee period that coincides with each service forecast and approved operating plan. The incentive fee calculation is final for each period. Unearned incentive fees will not be made available for future evaluation periods. The incentive fee determination is made based on the share ratios identified in paragraph (c) of this provision.

(2) The total available award fee shall equal 75% of the total available fees for this contract. Cost performance will not be considered in the award fee evaluations.

(b) TARGET COST, TARGET INCENTIVE FEE, MINIMUM INCENTIVE FEE AND MAXIMUM INCENTIVE FEE: A target cost, target incentive fee, minimum incentive fee and maximum incentive fee will be established at the onset of each incentive fee period coinciding with the issuance of the service forecast and the approval of the operating plan. The target cost will utilize current staffing and resource estimates at the indirect rates in Section J, Attachment E negotiated at contract award. The maximum incentive fee, the minimum incentive fee, and target incentive fee for each service forecast period shall be determined based on the following percentages, which are consistent with the fee ratios in Clause B.4:

Minimum Incentive Fee - The maximum downward adjustment for cost overruns shall not be less than the cost incentive fee and the earned award fee.

Target Incentive Fee 2.0%

Maximum Incentive Fee 4.0%

At the beginning of each service forecast period, a target cost, target fee, minimum fee and maximum fee will be established by mutual agreement for that period based on the staffing and resources estimates in the approved operating plan required by clause H.7 SERVICE FORECASTS AND OPERATING PLANS. Note that clause H.7 requires the submission of a projected budgetary cost based on current indirect rates in addition to the target cost required by this clause which utilizes the indirect rates in Section J, Attachment E. At the conclusion of the service forecast period, the contractor's actual cost for the period will be compared to the target cost established at the beginning of the period. The incentive fee for each period will be determined based on the following:

- (1) Target Cost_{px} = Target Cost for the evaluation period.
- (2) Actual Cost_{px} = Actual Cost for the evaluation period.
- (3) Cost Difference = Target Cost_{px} - Actual Cost_{px}; if the actual is greater than the Target Cost_{px} this will result in a negative value for the cost difference.
- (4) Fee Adjustment = Cost Difference * Fee Adjustment Factor
- (5) Fee Earned = Target Fee +/- Fee Adjustment

(6) The Fee Earned for each period shall not be less than the minimum fee or greater than the maximum fee established for that service forecast period.

(c) Incentive Fee Adjustment Factor: The Fee Adjustment Factor utilized to arrive at the incentive fee determination is directly related to the contractor's award fee score during that period. The Fee Adjustment Factor and incentive fee determination also vary based on whether the actual costs at the end of the period result in an overrun or underrun for that service forecast period. Therefore, the Fee Adjustment Factor and incentive fee determination are based on the following:

Award Fee Score	Fee Adjust Factor for CU (%)	Fee Adjust Factor for CO (%)
100-91	10	10
90-81	10	15
80-71	5	20
70-61	5	25
<61	0	0

CU = Contractor Underrun

CO = Contractor Overrun

* The Contractor will not receive any incentive fee during an evaluation period where the award fee score is less than 61.

(d) Revisions to the Service Forecast and Operating Plan:
If the service forecast is revised during the service forecast period, the target cost, target fee, minimum fee, and maximum fee will be revised by the Contracting Officer to reflect the changes based on the revised, approved operating plan.

(e) The decisions made as to the amount of cost incentive are subject to the disputes clause.

(End of Text)

B. Clause G.4 AWARD FEE FOR SERVICE CONTRACTS is replaced with the following:

G.4 AWARD FEE FOR SERVICE CONTRACTS
(1852.216-76) (MAR 1998)

(a) The Contractor can earn award fee from a minimum of zero dollars to the maximum stated in Clause B.4 "Estimated Cost, Incentive, Award Fee" in this Contract.

(b) Beginning 9 months after the effective date of this Contract, the Government shall evaluate the Contractor's performance for the period (which is 9 months in the case of the first and last award fee periods, or 6 months for all remaining award fee periods) to determine the amount of award fee earned by the Contractor during the period. The Contractor may submit a self-evaluation of performance for each evaluation period under consideration. These self-evaluations will be considered by the Government in its evaluation. The Government's Fee Determination Official (FDO) will determine the award fee amounts based on the Contractor's performance in accordance with the Performance Evaluation Plan prepared by the Government. The Performance Evaluation Plan may be revised unilaterally by the Government prior to the beginning of any rating period to redirect emphasis.

(c) The Government will advise the Contractor in writing of the evaluation results. The Financial Management Division Office will make payment based on the issuance of a unilateral modification by the Contracting officer.

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the total amount of award fee (for the basic Contract plus the option period) divided by 60 (the total number of months), and then multiplied by the number of months in the award fee period. (The first and ninth award fee periods are 9 months in length, and the remaining periods are 6 months in length.) Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f)(1) Provisional award fee payments will be made under this Contract pending the determination of the amount of fee earned for an evaluation period. If applicable, provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 60 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate. This determination is not subject to the Disputes clause.

(4) Provisional award fee payments will not be made prior to the first award fee determination by the Government.

(g) Award fee determinations made by the Government under this Contract are not subject to the Disputes clause.

(End of clause)

C. Clause G.14 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS is added to the contract as follows:

G.14 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS (1852.245-73) (NOVEMBER 1999)

(a) The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA. Subcontractor use of NF 1018 is not required by this clause; however, the Contractor shall include data on property in the possession of subcontractors in the annual NF 1018.

(b) (1) The Contractor shall mail the original signed NF 1018 directly to the Center Deputy Chief Financial Officer, Finance.

(2) Three copies shall be submitted (through the Department of Defense (DOD) Property Administrator if contract administration has been delegated to DOD) to the following address:

DCMC Baltimore, 217 East Redwood Street, Suite 1800,
Baltimore, Maryland 21202-5299

(c) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 31. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 31. The Contracting Officer may, in the Government's interest, withhold payment until a reserve not exceeding \$25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports when due. Such reserve shall be withheld until the Contracting Officer has determined that the required reports have been received by the Government. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with (b)(1) and (2) of this clause.

(End of clause)

D. Clause H.7 SERVICE FORECASTS AND OPERATING PLANS is replaced with the following:

H.7 SERVICE FORECASTS AND OPERATING PLANS

At the inception of this Contract and one (1) calendar month prior to the commencement of each service forecast period thereafter, the Contracting Officer shall provide a forecast of the Government's requirements for the prospective service forecast period to the Contractor. The initial service forecast will be for the period from Contract award through the end of the first nine months.

After the initial service forecast, the following service forecasts will be for six months. However, the last and ninth service forecast will be for nine months.

The service forecasts shall serve to refine the efforts to be performed by the Contractor within the parameters of the requirements set forth in the Contract, enabling the Contractor to plan and schedule service requirements to be performed during the subsequent period. As a minimum, the service forecasts shall describe refinements to the individual missions of the Flight Projects Directorate over the prospective service forecast period, including changes in customer organizations, services, and mission schedules. Refinements in assumptions that were the basis for estimating service levels during prior periods shall be presented in a level of detail sufficient to estimate necessary adjustments in service levels to be provided.

Upon receipt of the Government's service forecast and any modification thereto, the Contractor shall analyze the forecast and determine the service hours required and service staffing, including projected overtime requirements to perform the work requirement over the period of the forecast. The Contractor shall prepare an **operating plan** covering the period of the forecast reporting hours and costs by at the total contract level, service category level, and customer level; and spreading estimated costs by calendar month. The operating plan shall be delivered within 15 calendar days after receipt of each forecast, and the Contractor will be notified if the Operating Plan is not approved, and changes are necessary. If changes are necessary, the Contractor shall resubmit the operating plan within five calendar days. Additionally, the Contractor has five calendar days to submit a revised operating plan in response to a revised service forecast. If the Government does not respond to the Contractor within 15 calendar days after receipt of the operating plan, the Contractor can assume the operating plan has been approved by the Government. The operating plan shall be distributed as follows:

<u>No. of</u> <u>Copies</u>	<u>Addressee</u>
1	Contract Specialist, Code 214.6
2	Contracting Officer's Technical Representative, Code 403
3	Resource Analyst, Code 403
	(End of Text)

E. Clause H.8 POINTS OF CONTACT is replaced with the following:

H.8 POINTS OF CONTACT

The Government Points of Contact for this Contract are as follows:

Contracting Officer:

Kellie Murray, Code 214.6

Phone (301)286-2271

Contracting Officer Technical Representative:

Steve Xander, Code 403

Phone (301)286-1477

(End of Text)

F. "The Boeing Company" is inserted into paragraph (k) of Section I clause 52.244-2 SUBCONTRACTS ALT I (AUG 1998) (By Reference)

G. The following clause is added to the contract:

I.14 INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES (52.244-2)(Jan 1991)

The Contracting Officer may issue the Contractor an authorization to obtain interagency fleet management system (IFMS) vehicles and related services for use in the performance of this contract. The use, service, and maintenance of interagency fleet management system vehicles and the use of related services by the Contractor shall be in accordance with 41 CFR 101-39 and 41 CFR 101-38.301-1.

(End of clause)

H. The following attachments are added to J.1 LIST OF ATTACHMENTS

<u>Attach</u>	<u>Description</u>	<u>Date</u>	<u>Pages</u>
F	Government Property List	5/3/00	1
G	Department of Defense Contract Security Classification Specification (DD Form 254)	3/23/00	2

(End of Modification)

ATTACHMENT F

	BRN/01323	OVERHEAD PROJECTOR	900AJA	721531			\$75.00
PAT CLARKS DESK	BRN/1043	2 DRAWER FILE	HN-512	N/A	HON	N/A	\$147.00
RM 233	BRN/1057	COMPUTER TABLE	LT-4111	N/A	LIT-NING	N/A	\$110.00
RM 246	BRN/1072	CONFERENCE CABINET	DL-L-45	N/A	GINS	N/A	\$417.00
RM 233	BRN/1073	COMPUTER TABLE	TY-3036CS	N/A	TIFFANY	N/A	\$189.00
RM 231B	BRN/1078	COMPUTER TABLE	TY-3036CS	N/A	TIFFANY	N/A	\$167.00
RM 233	BRN/1093	COMPUTER TABLE	TY-3036CS	N/A	TIFFANY	N/A	\$167.00
RM 235	BRN/1123	COMPUTER TABLE	TY-3036CS	N/A	TIFFANY	N/A	\$168.00
RM 231B	BRN/1131	COMPUTER TABLE	TY-3036CS	N/A	TIFFANY	N/A	\$168.00
RM 234	BRN/1145	4SHELF BOOKCASE	MFB7411	N/A	STYLE RITE	N/A	\$129.00
RM 234	BRN/1146	COMPUTER TABLE	TY-3036CS	N/A	TIFFANY	N/A	\$189.00 FR# 95-4-52
RM 251	BRN/1154	TV CART	SF-TVA3654E	N/A	BRETTFORD	N/A	\$184.00
RM 251	BRN/1155	MONITOR/TV	20GT408	8470959	GE	N/A	\$249.00 Tested 4/10/00 (works)
RM 251	BRN/1156	VCR	VG-7810	916321005	GE	N/A	\$180.00 Tested 4/10/00 (works)
RM 231B	BRN/1162	2 DRAWER FILE	HN-512	N/A	HON	N/A	\$118.00 HST
RM 203	BRN/1175	TV CART	SF-TVA3654E	N/A	BRETTFORD	N/A	\$184.00 MISSING TAG
RM	BRN/1216	OVERHEAD PROJECTOR	905	721533	3M	N/A	\$257.00
Total BRN Items:	17						\$3,068.00
							Total Items: 23 \$64,333.00

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

*(The requirements of the DoD Industrial Security Manual apply
to all security aspects of this effort.)*

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED

SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

None

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)

3. THIS SPECIFICATION IS: (X and complete as applicable)

a. PRIME CONTRACT NUMBER

X NAS5-00047

a. Original (Complete date in all cases)

Date (YYMMDD)

00/01/24

b. SUBCONTRACT NUMBER

X b. Revised (Supersedes all previous specs)

Revision No

1

Date (YYMMDD)

00/03/23

c. SOLICITATION OR OTHER NUMBER

Due Date (YYMMDD)

c. Final (Complete item 3 in all cases)

Date (YYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT?

☒ Yes ☐ No If Yes, complete the following:

Classified material received or generated under **NAS5-32590**

(Preceding Contract Number) is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254?

☐ Yes ☐ No If Yes, complete the following:

In response to the contractor's request dated _____, retention of the identified classified material is required for the period of _____

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE

**QSS Group Incorporated
4500 Forbes Boulevard, Suite 206
Lanham, MD 20706**

b. CAGE CODE

02WP4

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

**Defense Security Service
1235 Jefferson Davis Highway
Suite 209
Arlington, VA 22202-3283**

7. SUBCONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

8. ACTUAL PERFORMANCE

a. LOCATION

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

The following projects may require access to classified documents or facilities: TDRS, GGS, ISTD, GOES, EOS, HS, TOMS, OLS, and METSAT.

10. THIS CONTRACT WILL REQUIRE ACCESS TO:

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:

a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION

☐ Yes ☒ No

b. RESTRICTED DATA

☐ Yes ☒ No

c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION

☐ Yes ☒ No

d. FORMERLY RESTRICTED DATA

☐ Yes ☒ No

e. INTELLIGENCE INFORMATION:

(1) Sensitive Compartmented Information (SCI)

☐ Yes ☒ No

(2) Non-SCI

☐ Yes ☒ No

f. SPECIAL ACCESS INFORMATION

☐ Yes ☒ No

g. NATO INFORMATION

☐ Yes ☒ No

h. FOREIGN GOVERNMENT INFORMATION

☐ Yes ☒ No

i. LIMITED DISSEMINATION INFORMATION

☐ Yes ☒ No

j. FOR OFFICIAL USE ONLY INFORMATION

☐ Yes ☒ No

k. OTHER (Specify)

a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY

☒ Yes ☐ No

b. RECEIVE CLASSIFIED DOCUMENTS ONLY

☐ Yes ☒ No

c. RECEIVE AND GENERATE CLASSIFIED MATERIAL

☐ Yes ☒ No

d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE

☐ Yes ☒ No

e. PERFORM SERVICES ONLY

☐ Yes ☒ No

f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES

☐ Yes ☒ No

g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER

☐ Yes ☒ No

h. REQUIRE A COMSEC ACCOUNT

☐ Yes ☒ No

i. HAVE TEMPEST REQUIREMENTS

☐ Yes ☒ No

j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS

☐ Yes ☒ No

k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE

☐ Yes ☒ No

l. OTHER (Specify)

☐ Yes ☒ No

12. PUBLIC RELEASE. Any information (certified or uncertified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify)

Public Affairs Office, Code 130, NASA/GSFC, Greenbelt, MD 20771

to the Directorate for Freedom of Information and Security Review Office of the Assistant Secretary of Defense (Public Affairs) for review.
* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that Agency.

13. SECURITY GUIDANCE. The security classification guidance needed for the classified effort is identified below. If any difficulty is encountered in applying the guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

- o STS Classification Guide, dated 16 Jun 89, with Change #4 dated 31 Jan 91
- o Space Network Security Classification Guide, September 16, 1996
- o NASA Communication Security Classification Guide, dated 8 Jan 87
- o DOD 5220.22M National Industrial Security Program Operating Manual
- o DOD 5220.22A COMSEC Annex to the NISPOM (Coordination Copy) June 1995
- o NASA Policy Directive (NPD) 2810.1, Security of Information Technology
- o NASA Procedures and Guidelines (NPG) 2810.1, Security of Information Technology
- o GSFC Security Manual (GHB) 1600.1A
- o NASA Procedures and Guidelines (NPG) 1620.1, Security Procedures and Guidelines
- o Office of Management and Budget (OMB) Circular A-130, Appendix III

This Contractor will perform technical studies in support of the TDRS Project which requires access to classified information at the SECRET level.

Revision #1 corrects administrative errors for NPD and NPG 2810.1 and the omission of OMB Circular A-130, Appendix III.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for the contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)

☐ Yes ☒ No

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

☐ Yes ☒ No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Pamela A. Starling

b. TITLE

Industrial Security Spec.

c. TELEPHONE (Include Area Code)

(301) 286-7233

d. ADDRESS (Include Zip Code)

NASA/Goddard Space Flight Center
Code 205.1
Greenbelt, Maryland 20771

17. REQUIRED DISTRIBUTION

- ☒ a. CONTRACTOR
- ☐ b. SUBCONTRACTOR
- ☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- ☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- ☐ e. ADMINISTRATIVE CONTRACTING OFFICER
- ☐ f. OTHERS AS NECESSARY
 - ☒ Contracting Officer
 - ☒ NASA Headquarters/JLS
 - ☒ Code 130
 - ☐ COTR, 205.1

e. SIGNATURE

Pamela A. Starling

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. Five (5)		3. EFFECTIVE DATE See Block 16 (c) 214.6		4. REQUISITION/PURCHASE REQ. NO. See Block 12	
6. ISSUED BY National Aeronautics and Space Administration Goddard Space Flight Center Code 214.6/Contracting Officer Greenbelt, MD 20771		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable) CODE	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-00047	10B. DATED (SEE ITEM 13) 01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram Or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 179

See Page 2

PPC:PF

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)


(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	d. OTHER (Specify type of modification and authority) This unilateral modification is issued pursuant to the Limitation of Funds Clause (52.232-22)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to provide an additional allotment of funds. Accordingly:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kellie J. Murray	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 9-7-00

1. Block 21 "ACCOUNTING AND APPROPRIATION" is revised to add the following:

<u>PCN</u>	<u>JON</u>	<u>APPN</u>	<u>OBLIGATE</u>	<u>BLI</u>	<u>OC</u>
400-52171A(1C)	400-992-87-01-01	800/10110(00)	\$4,500,000	A501	40-2590

TOTAL OBLIGATION IS: \$4,500,000

2. Clause B.6—CONTRACT FUNDING is revised to make additional funds available, as follows:

	<u>FROM (Mod 2)</u>	<u>BY</u>	<u>TO</u>
Cost	\$10,056,015	\$4,113,470	\$14,169,485
Fee	<u>943,985</u>	<u>386,530</u>	<u>1,330,515</u>
TOTAL	\$11,000,000	\$4,500,000	\$15,500,000

The period of allotment is extended through December 15, 2000.

-End of Modification 5-

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 7	
2. AMENDMENT/MODIFICATION NO. (6)		3. EFFECTIVE DATE See Block 16 (c) 214.6		4. REQUISITION/PURCHASE REQ. NO. See Block 12	
ISSUED BY National Aeronautics and Space Administration Goddard Space Flight Center Code 214.6/Contracting Officer Greenbelt, MD 20771		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE (x)	9A. AMENDMENT OF SOLICITATION NO.	FACILITY CODE 9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NASS-00047	10B. DATED (SEE ITEM 13) 01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 179

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement by Both Parties
	d. OTHER (Specify type of modification and authority)

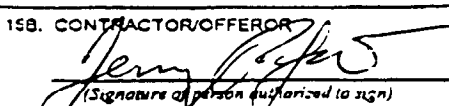
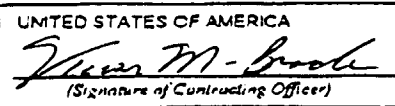
E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 4 copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to add NFS clause 1852.204-76 entitled "Security Requirements for Unclassified Information Technology Resources" (July 2000) to the contract. The Contractor hereby agrees that inclusion of the clause into the contract will not cause an increase in the total value of the contract. However, costs incurred by QSS that are caused by the inclusion of this clause that are reasonable, allocable, and allowable to this contract are authorized as direct costs under the contract subject to the "Limitation of Funds" clause.

Accordingly:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Verron M. Brade, Contracting Officer	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 1/4/01	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 1/5/01

The following clause will be added to Section I of the contract:

I.15 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (1852.204-76) (JULY 2000)

(a) The Contractor shall comply with the security requirements outlined in NASA Policy Directive (NPD) 2810.1, Security of Information Technology, and NASA Procedures and Guidelines (NPG) 2810.1, Security of Information Technology. These policies apply to all IT systems and networks under NASA's purview operated by or on behalf of the Federal Government, regardless of location.

(b) (1) The Contractor shall ensure compliance by its employees with Federal directives and guidelines that deal with IT Security including, but not limited to, OMB Circular A-130, Management of Federal Information Resources, OMB Circular A-130 Appendix III, Security of Federal Automated Information Resources, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.), and all applicable Federal Information Processing Standards (FIPS).

(2) All Federally owned information is considered sensitive to some degree and must be appropriately protected by the Contractor as specified in applicable IT Security Plans. Types of sensitive information that may be found on NASA systems that the Contractor may have access to include, but are not limited to --

(i) Privacy Act information (5 U.S.C. 552a et seq.);

(ii) Export Controlled Data, (e.g. Resources protected by the International Traffic in Arms Regulations (22 CFR Parts 120-130)).

(3) The Contractor shall ensure that all systems connected to a NASA network or operated by the Contractor for NASA conform with NASA and Center security policies and procedures.

(c) (1) The Contractor's screening of Contractor personnel will be conducted in accordance with NPG 2810.1, Section 4.5 for personnel requiring unescorted or unsupervised physical or electronic access to NASA systems, programs, and data.

(2) The Contractor shall ensure that all such employees have at least a National Agency Check investigation. The Contractor shall submit a personnel security questionnaire (NASA Form 531), Name Check Request for National Agency Check (NAC) investigation, and Standard Form 85P, Questionnaire for Public Trust Positions (for specified sensitive positions), and a Fingerprint Card (FD-258 with NASA overprint in Origin Block) to the Center Chief of Security for each Contractor employee requiring screening. The required forms may be obtained from the Center Chief of Security. In the event that the NAC is not satisfactory, access shall not be granted. At the option of the Government, background screenings may not be required for employees with recent or current Federal Government investigative clearances.

(3) The Contractor shall have an employee checkout process that ensures --

(i) Return of badges, keys, electronic access devices and NASA equipment;

(ii) Notification to NASA of planned employee terminations at least three days in advance of the employee's departure. In the case of termination for cause, NASA shall be notified immediately. All NASA accounts and/or network access granted terminated employees shall be disabled immediately upon the employee's separation from the Contractor; and

(iii) That the terminated employee has no continuing access to systems under the operation of the Contractor for NASA. Any access must be disabled the day the employee separates from the Contractor.

(4) Granting a non-permanent resident alien (foreign national) access to NASA IT resources requires special authorization. The Contractor shall obtain authorization from the Center Chief of Security prior to granting a non-permanent resident alien access to NASA IT systems and networks.

(d)(1) The Contractor shall ensure that its employees with access to NASA information resources receive annual IT security awareness and training in NASA IT Security policies, procedures, computer ethics, and best practices.

(2) The Contractor shall employ an effective method for communicating to all its employees and assessing that they understand any Information Technology Security policies and guidance provided by the Center Information Technology Security Manager (CITSM) and/or Center CIO Representative as part of the new employee briefing process. The Contractor shall ensure that all employees represent that they have read and understand any new Information Technology Security policy and guidance provided by the CITSM and Center CIO Representative over the duration of the contract.

(3) The Contractor shall ensure that its employees performing duties as system and network administrators in addition to performing routine maintenance possess specific IT security skills. These skills include the following:

(i) Utilizing software security tools.

(ii) Analyzing logging and audit data.

(iii) Responding and reporting to computer or network incidents as per NPG 2810.1.

(iv) Preserving electronic evidence as per NPG 2810.1.

(v) Recovering to a safe state of operation.

(4) The Contractor shall provide training to employees to whom they plan to assign system administrator roles. That training shall provide the employees with a full level of proficiency to meet all NASA system administrators' functional requirements. The Contractor shall have methods or processes to document that employees have mastered the training material, or have the required knowledge and skills. This applies to all system administrator requirements.

(e) The Contractor shall promptly report to the Center IT Security Manager any suspected computer or network security incidents occurring on any system operated by the Contractor for NASA or connected to a NASA network. If it is validated that there is an incident, the Contractor shall provide access to the affected system(s) and system records to NASA and any NASA designated third party so that a detailed investigation can be conducted.

(f) The Contractor shall develop procedures and implementation plans that ensure that IT resources leaving the control of an assigned user (such as being reassigned, repaired, replaced, or excessed) have all NASA data and sensitive application software permanently removed by a NASA- approved technique. NASA-owned applications acquired via a "site license" or "server license" shall be removed prior to the resources leaving NASA's use. Damaged IT storage media for which data recovery is not possible shall be degaussed or destroyed. If the assigned task is to be assumed by another duly authorized person, at the Government's option, the IT resources may remain intact for assignment and use of the new user.

(g) The Contractor shall afford NASA, including the Office of Inspector General, access to the Contractor's and subcontractor's facilities, installations, operations, documentation, databases and personnel. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of NASA data, and to preserve evidence of computer crime.

(h)(1) The Contractor shall document all vulnerability testing and risk assessments conducted in accordance with NPG 2810.1 and any other IT security requirements specified in the contract or as directed by the Contracting Officer.

(2) The results of these tests shall be provided to the Center IT Security Manager. Any Contractor system(s) connected to a NASA network or operated by the Contractor for NASA may be subject to vulnerability assessment or penetration testing as part of the Center's IT security compliance assessment and the Contractor shall be required to assist in the completion of these activities.

(3) A decision to accept any residual risk shall be the responsibility of NASA. The Contractor shall notify the NASA system owner and the NASA data owner within 5 working days if new or unanticipated threats or hazards are discovered by the Contractor, made known to the Contractor, or if existing safeguards fail to function effectively. The Contractor shall make appropriate risk reduction recommendations to the NASA system owner and/or the NASA data owner and document the risk or modifications in the IT Security Plan.

(i) The Contractor shall develop a procedure to accomplish the recording and tracking of IT System Security Plans, including updates, and IT system penetration and vulnerability tests for all NASA systems under its control or for systems outsourced to them to be managed on behalf of NASA. The Contractor must report the results of these actions directly to the Center IT Security Manager.

(j) When directed by the Contracting Officer, the Contractor shall submit for NASA approval a post-award security implementation plan outlining how the Contractor intends to meet the requirements of NPG 2810.1. The plan shall subsequently be incorporated into the contract as a compliance document after receiving Government approval. The plan shall demonstrate thorough understanding of NPG 2810.1 and shall include as a minimum, the security measures and program safeguards to ensure that IT resources acquired and used by Contractor and subcontractor personnel

--

(1) Are protected from unauthorized access, alteration, disclosure, or misuse of information processed, stored, or transmitted;

(2) Can maintain the continuity of automated information support for NASA missions, programs, and functions;

(3) Incorporate management, general, and application controls sufficient to provide cost-effective assurance of the systems' integrity and accuracy;

(4) Have appropriate technical, personnel, administrative, environmental, and access safeguards;

(5) Document and follow a virus protection program for all IT resources under its control; and

(6) Document and follow a network intrusion prevention program for all IT resources under its control.

(k) Prior to selecting any IT security solution, the Contractor shall consult with their Center IT Security Manager to ensure interoperability and compatibility with other systems with which there is a data or system interface requirement.

(l) The Contractor shall comply with all Federal and NASA encryption requirements for NASA flight programs (e.g., secure flight termination systems, encryption for satellite uplinks, encryption for flight and satellite command and control for both up and down link) and involve the Center Communications Security (COMSEC) Manager when selecting encryption solutions.

(m) The Contractor shall incorporate this clause in all subcontracts where the requirements identified in this clause are applicable to the performance of the subcontract.

(End of clause)

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE NAS5-00047		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. Seven (7)		3. EFFECTIVE DATE See Block 16 (c) 214.6		4. REQUISITION/PURCHASE REQ. NO. See Block 12	
5. PROJECT NO. (If applicable)		7. ADMINISTERED BY (If other than Item 6)		CODE	
ISSUED BY National Aeronautics and Space Administration Goddard Space Flight Center Code 214.6/Contracting Officer Greenbelt, MD 20771					

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-00047	10B. DATED (SEE ITEM 13) 01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram Or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

*2. ACCOUNTING AND APPROPRIATION DATA (If required)
B/NC: 181 See Page 2 PPC: PF

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

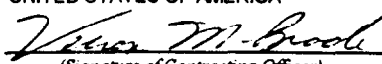
(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	d. OTHER (Specify type of modification and authority) This unilateral modification is issued pursuant to the Limitation of Funds Clause (52.232.22)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 4 copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to provide an additional allotment of funds. Accordingly:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Verron M. Brade, Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 12/14/00

1. Block 21 "ACCOUNTING AND APPROPRIATION" is revised as follows:

OBLIGATE:

<u>PCN</u>	<u>JON</u>	<u>APPN</u>	<u>OBLIGATE</u>	<u>BLI</u>	<u>OC</u>
400-02257A(1C)	400-992-87-01-01	801/20110(01)	\$10,000,000	A300	40-2590

TOTAL OBLIGATION: \$10,000,000

DEOBLIGATE:

<u>PCN</u>	<u>JON</u>	<u>APPN</u>	<u>DEOBLIGATE</u>	<u>BLI</u>	<u>OC</u>
400-52171A(1C)	400-992-87-01-01	800/10110(00)	(\$4,500,000)	A501	40-2590
Original PCN 400-52171A(1C), Mod Number 5					
400-52166A(1P)	400-992-87-01-01	800-10110(00)	(\$ 62,489)	A501	40-2590
Original PCN 400-52166A(1C), Mod Number 2					

TOTAL DEOBLIGATION: (\$ 4,562,489)

TOTAL NET FUNDING \$ 5,437,511

2. Clause B.6--CONTRACT FUNDING is revised to make additional funds available, as follows:

	<u>FROM (Mod 5)</u>	<u>BY</u>	<u>TO</u>
Cost	\$14,169,485	4,970,757	19,140,242
Fee	<u>1,330,515</u>	<u>466,754</u>	<u>1,797,269</u>
TOTAL	\$15,500,000	\$5,437,511	\$20,937,511

The period of allotment is extended through March 31, 2001.

-End of Modification -

AMENDMENT OF SOLICITATION/
MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

NASS-00047

PAGE OF PAGES

1 | 1

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

See Block 16 (c)

4. REQUISITION/PURCHASE REQ. NO.

See Block 12

5. PROJECT NO. (If applicable)

SUEUED BY

CODE

214.6

7. ADMINISTERED BY (If other than Item 6)

CODE

National Aeronautics and Space Administration
Goddard Space Flight Center
Code 214.6/Contracting Officer
Greenbelt, MD 20771

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE

FACILITY CODE

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X

10A. MODIFICATION OF CONTRACT/ORDER NO.
NASS-00047

10B. DATED (SEE ITEM 13)

01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram Or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 181 See Page 2 PPC: PF

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)

X

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

d. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor



is not.



is required to sign this document and return

4

copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to make an administrative change to the contract.. Accordingly:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Verron M. Brade, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY

Verron M. Brade
(Signature of Contracting Officer)

1/8/01

(Signature of person authorized to sign)

1 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA

In accordance with Section H.6 (c), SAFETY AND HEALTH-ADDITIONAL REQUIREMENTS, (GSFC 52.223-91), the PAAC Safety and Health Plan is hereby approved and added to the contract as attachment H.

The following Attachments are added to J.1 LIST OF ATTACHMENTS:

<u>Attach</u>	<u>Description</u>	<u>Date</u>	<u>Pages</u>
H	Health and Safety Plan	06/12/00	10

(End of Modification)

QSS Document #4020

**PAAC
SAFETY AND HEALTH PLAN,
Revision 1**

In response to

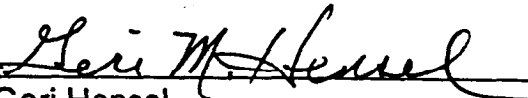
**Goddard Space Flight Center
Contract NAS5-00047**

June 12, 2000

**QSS GROUP, INC.
4500 FORBES BOULEVARD
LANHAM, MD 20706**

Approved By: 
Matt Opeka
PAAC Program Director

Date 6/29/00

Concurred By: 
Geri Hensel
QSS Health and Safety Officer

Date 6/29/00

CHANGE RECORD

Revision	Date	Description	Pages Affected
1	06-12-00	Add PAAC, Revision 1.	Cover
1	06-12-00	Add to header Revision 1. Change Manager to Director, QSS Group Inc. to QSS Group, Inc.	ii
1	06-12-00	Add Change Record. Update Table of Contents.	iii
1	06-12-00	Change <i>planis</i> to <i>plan is</i> . Add <i>The Contractor will not invalidate the integrity of safety systems without proper authorization; Further information may be found in:</i> <ul style="list-style-type: none"> a. NHB 1700.1 (VI-B) June 1993 NASA Basic Safety Manual b. GHB 1040.1E GSFC Emergency Preparedness Manual c. Any state, county, and/or local safety codes as applicable 	1
1	06-12-00	Change MSHO to PHSO.	2 and throughout
1	06-12-00	Add <i>Personal protective equipment is not required since PAAC personnel work in an office environment. However,; The primary evacuation procedure is to dial the emergency telephone number (112 onsite at GSFC; 911 offsite); evacuate the area; and prohibit personnel from accessing the area until arrival of investigators or medical personnel. Change policy which to policy, which; NASA Management Instruction 8621.1G, "Mishap Reporting and Investigation" to NASA Policy Directive 8621.1G, "NASA Mishap Reporting and Investigating Policy."</i>	3

TABLE OF CONTENTS

PURPOSE	1
SCOPE	1
RESPONSIBILITIES	1
ORIENTATION	2
INSPECTIONS	2
FACILITY SAFETY	3
EMERGENCY EVACUATIONS	3
ENVIRONMENTAL HAZARDS	3
SMOKING POLICY	4
DRIVING AND PARKING REGULATIONS	4
ACCIDENT REPORTING	4
TRAINING	4
ATTACHMENT - NASA Mishap Report	5

SAFETY AND HEALTH PLAN

This Safety and Health Plan is submitted in response to the Goddard Space Flight Center Contract NAS5-00047.

PURPOSE

The purpose of this Plan is to establish the procedures and guidelines to be followed by PAAC personnel to protect the health and safety of the Government and Contractor personnel and property.

The Contractor will not invalidate the integrity of safety systems without proper authorization.

SCOPE

This Plan applies to the contractual performance on-site at the Goddard Space Flight Center and to all offsite facilities occupied by PAAC personnel in the performance of the PAAC contract.

The Plan covers office facilities, laboratories, and fabrication facilities operated under the PAAC contract, and laboratories and facilities used by PAAC personnel in the performance of their contractual duties.

The Plan does not apply to hardware and software developed under the PAAC contract.

Further information may be found in:

- a. NHB 1700.1 (VI-B) June 1993 NASA Basic Safety Manual
- b. GHB 1040.1E GSFC Emergency Preparedness Manual
- c. Any state, county, and/or local safety codes as applicable

RESPONSIBILITIES

OVERALL RESPONSIBILITY

The PAAC Program Manager (PM) is responsible for establishing the Safety and Health Plan to meet the objectives of the Safety and Health contractual requirements. The PM responsibilities include:

- a. Monitoring and evaluating the execution of the Plan, changing the Plan as appropriate to improve the health and safety performance.
- b. Modifying the Plan as appropriate to respond to new GSFC, OSHA, or other regulations.

- c. Appointing PAAC personnel to represent PAAC on GSFC health and safety-related committees.
- d. Appointing PAAC individuals as backup to the PAAC Health and Safety Officer and other PAAC health and safety related roles.
- e. Providing the health and safety orientation of the PAAC staff.
- f. Establishing appropriate health and training courses.

ADMINISTRATIVE RESPONSIBILITY

The administration of the PAAC Safety and Health Plan is the responsibility of the PAAC Health and Safety Officer (PHSO). The PAAC Performance Assurance Manager shall serve as the PHSO. This responsibility includes the correction of violations to health and safety regulations to facilities and equipment that are the responsibility of QSS.

The PHSO shall be responsible for the PAAC facility inspection and the accident reporting process.

OVERSIGHT RESPONSIBILITY

The QSS Health and Safety Officer shall be responsible for overseeing the PAAC Health and Safety Program to assure that it complies with GSFC and Corporate Health and Safety regulations. The QSS Health and Safety Officer is responsible for submitting all accident reports for QSS employees to the QSS insurance carrier, who will submit the required accident reports to OSHA. The QSS Health and Safety Officer is responsible for submitting all accident reports for employees of other companies participating in PAAC to the Health and Safety Officer (or equivalent) of that company.

ORIENTATION

All PAAC personnel shall be given an orientation on the requirement to conform to the PAAC Health and Safety Program. A checklist of health and safety steps in the program shall be developed. This checklist shall be completed when each individual is presented with the individual orientation as part of the process of being assigned to the PAAC Program.

INSPECTIONS

Facility inspections shall be conducted by the PHSO and the QSS Health and Safety Officer.

PHASE-IN PERIOD

The onsite facilities to be occupied by PAAC personnel shall be inspected for health and safety violations. Violations and potential violations shall be reported

in writing by the PHSO to the Contracting Officer, with a copy submitted to the Health and Safety Branch, Code 205.2.

PERIODIC INSPECTIONS

Periodic health and safety inspections, no less than every six months, shall be made of the PAAC-occupied facilities. Nonconformance to safety regulations of any Government-furnished property shall be reported in writing to the Contracting Officer, with a copy to the Health and Safety Branch, Code 205.2.

FACILITY SAFETY

Personal protective equipment is not required since PAAC personnel work in an office environment. However, the general rules for industrial safety shall be enforced, including:

- a. Availability of properly inspected fire extinguishers.
- b. Availability of first-aid equipment.
- c. Wearing of safety goggles when engaging in a shop or laboratory process potentially injurious to the eyes.
- d. Wearing of gloves when handling chemicals.
- e. Safe storage of glassware items on shelving.
- f. Avoidance of loose clothing that can get caught in rotating equipment.

EMERGENCY EVACUATIONS

PAAC personnel shall be given awareness training and evacuation training to address emergency conditions. This training shall conform to GSFC evacuation procedures. The GSFC Fire Department shall be called for onsite fire department services.

The primary evacuation procedure is to dial the emergency telephone number (112 onsite at GSFC; 911 offsite); evacuate the area; and prohibit personnel from accessing the area until arrival of investigators or medical personnel.

ENVIRONMENTAL HAZARDS

Material Safety Data Sheets shall be submitted to the Contracting Officer when it is determined that environmentally hazardous material is required to conduct a Task Order.

SMOKING POLICY

PAAC personnel working onsite at GSFC shall conform to the GSFC smoking policy. PAAC personnel working at the PAAC offsite facility shall conform to the QSS corporate smoking policy, which does not permit smoking inside buildings.

DRIVING AND PARKING REGULATIONS

PAAC personnel shall obey the GSFC-posted driving speed limits. PAAC personnel shall park in designated parking areas.

ACCIDENT REPORTING

The PHSO shall conduct the mishap investigation and reporting in compliance with NASA Policy Directive 8621.1G, "NASA Mishap Reporting and Investigating Policy." The GSFC Safety and Health Branch, Code 205.2, and the Contracting Officer shall both receive the required notification and report.

The supervisor of the individual involved in an accident shall complete the accident report when the injured individual is incapable of completing the report and submitting it to the QSS Health and Safety Officer.

Telephone numbers for calling emergency health treatment shall be posted prominently throughout all facilities occupied by PAAC personnel.

TRAINING

A training course shall be developed and exercised whenever the PAAC safety officials determine that formal re-training is required to avoid accidents or when the result of an accident investigation concludes that training is appropriate to avoid a recurrent of the mishap.

ATTACHMENT - NASA Mishap Report



NASA Mishap Report

Part A: Mishap Details

MASTER FILE NO.

NOTE: FILL IN ALL KNOWN UNSHADED BLOCKS WITHIN 24 HOURS.

DETAILS

1. DATE OF INCIDENT		2. TIME OF INCIDENT		3. GENERAL LOCATION (Building, Area, Facility, etc.)		4. EXACT LOCATION (street, floor, room, etc.)					
5. RESPONSIBLE ORGANIZATION		6. CONTRACT NUMBER		7. ORG. FILE NUMBER		8. ORGANIZATION POINT OF CONTACT		9. MAIL CODE		10. PHONE	
11. MISSION AFFECTED, IF KNOWN				12. PROGRAM IMPACT, IF KNOWN (Describe impact in terms of delay, cost adjustment, etc.)							
13. INCIDENT DESCRIPTION (Do not use actual names, include in the description the sequence of events, extent of injury or property damage, cause, etc., if known.)											

IMPACT SUMMARY

14. CHECK ALL OUTCOMES FROM THIS EVENT THAT ARE KNOWN FACTS (Do not check any box that indicates any future potential or outcome.)											
<input type="checkbox"/> FATALITY <input type="checkbox"/> PERMANENT DISABILITY <input type="checkbox"/> 3 OR MORE PEOPLE HOSPITALIZED <input type="checkbox"/> 1 OR 2 PEOPLE HOSPITALIZED <input type="checkbox"/> LOSS OF CONSCIOUSNESS <input type="checkbox"/> FULL LOST WORKDAY(S) <input type="checkbox"/> RESTRICTED WORKDAY(S) <input type="checkbox"/> MEDICATION OR MEDICAL TREATMENT ADMINISTERED <input type="checkbox"/> INJURY OR ILLNESS <input type="checkbox"/> FIRST AID ONLY WAS ADMINISTERED						<input type="checkbox"/> SERIOUS DAMAGE TO AIRCRAFT OR SPACE HARDWARE <input type="checkbox"/> SERIOUS DAMAGE TO FLIGHT OR GROUND SUPPORT HARDWARE <input type="checkbox"/> UNEXPECTED DAMAGE DUE TO TEST FAILURE <input type="checkbox"/> DAMAGE ESTIMATE OVER \$1,000,000 <input type="checkbox"/> DAMAGE ESTIMATE BETWEEN \$250K AND \$1M <input type="checkbox"/> DAMAGE ESTIMATE BETWEEN \$25K AND \$250K <input type="checkbox"/> DAMAGE ESTIMATE BETWEEN \$1K AND \$25K <input type="checkbox"/> DAMAGE ESTIMATE UNDER \$1K <input type="checkbox"/> AFFECTED PRIMARY OBJECTIVE(S) OF MISSION <input type="checkbox"/> SIGNIFICANT PROGRAM IMPACT <input type="checkbox"/> HIGH VISIBILITY (internal or external to NASA)					
<input type="checkbox"/> CLOSE CALL											
15. LEVEL OF POTENTIAL FOR THIS EVENT OR CLOSE CALL (Using reasonable judgment, check the boxes which you believe have a <u>HIGH</u> probability of occurring under similar conditions.)											
<input type="checkbox"/> FATALITY <input type="checkbox"/> PERMANENT DISABILITY <input type="checkbox"/> 3 OR MORE PEOPLE HOSPITALIZED <input type="checkbox"/> FULL LOST WORKDAY(S)						<input type="checkbox"/> POTENTIAL DAMAGE ESTIMATE OVER \$250,000 <input type="checkbox"/> POTENTIAL DAMAGE ESTIMATE UNDER \$250,000 <input type="checkbox"/> SERIOUS DAMAGE TO AIRCRAFT OR SPACE HARDWARE <input type="checkbox"/> SERIOUS DAMAGE TO FLIGHT OR GROUND SUPPORT HARDWARE				<input type="checkbox"/> UNEXPECTED DAMAGE DUE TO TEST FAILURE <input type="checkbox"/> AFFECT PRIMARY OBJECTIVE(S) OF MISSION <input type="checkbox"/> SIGNIFICANT PROGRAM IMPACT <input type="checkbox"/> HIGH VISIBILITY (internal or external to NASA)	

PERSON INVOLVED IN INJURY OR ILLNESS

16. NAME (Last, First MI)				17. ORGANIZATION				18. CONTRACT NUMBER				19. JOB TITLE/OCCUPATION			
20. SUPERVISOR'S NAME (Full Name)				21. SUPERVISOR'S ORGANIZATION				22. SUPERVISOR'S MAIL CODE				23. SUPERVISOR'S PHONE			
24. AGE		25. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		26. SHIFT WORKED <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd		27. CONTINUOUS DUTY HOURS		28. YEARS OF EXPERIENCE <input type="checkbox"/> Under 1 <input type="checkbox"/> Under 5 <input type="checkbox"/> Under 10 <input type="checkbox"/> Over 10							
29. INJURY OR ILLNESS <input type="checkbox"/> INJURY <input type="checkbox"/> ILLNESS		30. FROM PRE-EXISTING <input type="checkbox"/> YES <input type="checkbox"/> NO		31. FATALITY? <input type="checkbox"/>		32. DATE OF DEATH		33. PERMANENT DISABILITY? <input type="checkbox"/>		34. # OF FULL LOST WORKDAYS		35. # OF RESTRICTED WORKDAYS			
36. INJURY TYPE(S) (e.g., Abrasion, Burn, Concussion, Laceration, etc.)								37. AFFECTED BODY PART(S) OR BODY SYSTEM(S)							
38. BRIEF MEDICAL DIAGNOSIS															
39. MEDICAL TREATMENT ADMINISTERED															
<input type="checkbox"/> TREATMENT OF INFECTION <input type="checkbox"/> APPLICATION OF ANTISEPTIC <input type="checkbox"/> 2ND OR 3RD DEGREE BURN(S) <input type="checkbox"/> CUT AWAY DEAD SKIN <input type="checkbox"/> POSITIVE X-RAY DIAGNOSIS				<input type="checkbox"/> APPLICATION OF SUTURES <input type="checkbox"/> USE OF BUTTERFLY ADHESIVE <input type="checkbox"/> REMOVAL OF FOREIGN OBJECT(S) <input type="checkbox"/> USE OF HEAT THERAPY <input type="checkbox"/> ADMISSION TO HOSPITAL FOR MORE THAN OBSERVATION				<input type="checkbox"/> REMOVAL OF OBJECT IN WOUND <input type="checkbox"/> USE OF PRESCRIPTION MEDICATION <input type="checkbox"/> HOT OR COLD SOAKING/COMPRESS THERAPY <input type="checkbox"/> USE OF WHIRLPOOL BATH THERAPY <input type="checkbox"/> FIRST AID ONLY							
40. OTHER MEDICAL TREATMENT ADMINISTERED															

EQUIPMENT/PROPERTY DAMAGED

41. CLASS OF EQUIPMENT/PROPERTY DAMAGED				42. ESTIMATED COST OF ALL DAMAGED ITEMS				43. # OF ITEMS DAMAGED			
<input type="checkbox"/> FLIGHT HARDWARE <input type="checkbox"/> GROUND SUPPORT EQUIPMENT <input type="checkbox"/> FACILITY <input type="checkbox"/> PRESSURE VESSEL <input type="checkbox"/> MOTOR VEHICLE				<input type="checkbox"/> AIRCRAFT <input type="checkbox"/> OTHER <input type="checkbox"/> OVER \$1,000,000 <input type="checkbox"/> BETWEEN \$250K AND \$1M <input type="checkbox"/> BETWEEN \$25K AND \$250K <input type="checkbox"/> BETWEEN \$1K AND \$25K <input type="checkbox"/> UNDER \$1,000				—			
43. SPECIFIC ITEM(S) DAMAGED											

SUBMITTER

44. SUBMITTED BY (Full Name)				45. ORGANIZATION				46. MAIL CODE		47. PHONE		48. DATE		49. TIME	
------------------------------	--	--	--	------------------	--	--	--	---------------	--	-----------	--	----------	--	----------	--



NASA Mishap Report

Part B: Causes and Corrective Action

MASTER FILE NO.

CAUSES

50. WHAT WAS THE DIRECT CAUSE(S)

51. WHAT OBJECTS OR SUBSTANCES WERE INVOLVED

52. WHAT ACTIVITIES OR UNSAFE ACTS WERE IN PROGRESS

INITIAL CORRECTIVE ACTION

53. INITIAL ACTION TAKEN (Summarize all corrective action taken)

54. DATE INITIATED

55. DATE COMPLETED

56. PERSON TAKING ACTION (Full Name)

57. ORGANIZATION

58. MAIL CODE

59. PHONE

PLANNED CORRECTIVE ACTION

60. PROPOSED ACTION TO BE TAKEN (Summarize any future action to be taken.)

61. EST. START DATE

62. EST. COMPL.

63. PERSON TAKING ACTION (Full Name)

64. ORGANIZATION

65. MAIL CODE

66. PHONE

67. PROPOSED ACTION TO BE TAKEN (Summarize any future action to be taken.)

68. EST. START DATE

69. EST. COMPL.

70. PERSON TAKING ACTION (Full Name)

71. ORGANIZATION

72. MAIL CODE

73. PHONE

NF 1627 MAR 2001 PREVIOUS EDITIONS ARE OBSOLETE.

Instructions

Complete the initial incident report (unshaded portions) and submit to your local NASA Safety Office within 24 hours of the incident occurrence. Complete and submit the follow-up report (with shaded areas) within ten working days of the incident. Retain a copy for your own files.

Working With This Form

This electronic document is a form. It has fields where you can enter information. You can use the mouse or TAB key to move between fields. The TAB key moves to the next field and SHIFT-TAB moves backwards. Some fields control the types of data that you can enter.

You should fill in this form electronically and send it to your local NASA Safety Office by electronic mail.

DETAILS

1. DATE OF INCIDENT - Enter date of the incident in MM/DD/YYYY format. Example: 6/1/2001.
2. TIME OF INCIDENT - Enter time of the incident using 24-hour clock. Examples: 09:30 for 9:30 AM or 14:15 for 2:15 PM.
3. GENERAL LOCATION - Identify the building, area, or facility where the incident occurred.
4. EXACT LOCATION - Describe the exact location of the incident. Example: Third floor, far west corridor.
5. RESPONSIBLE ORGANIZATION - Enter complete name of organization that is reporting the incident.
6. CONTRACT NUMBER - When the organization is a contractor, enter the contract number.
7. ORGANIZATION FILE NUMBER - Assign file number using your organization's unique four-character code, the mishap number (sequential) using four digits, and the fiscal year using two digits. Example: EGB1-0001-89.
- 8 - 10. ORGANIZATION POINT OF CONTACT, MAIL CODE, PHONE - Identify the person to contact at the organization.
11. MISSION AFFECTED - Enter the name or number of the mission, program, or project affected by the mishap. Examples: STS-32; Delta 181.
12. PROGRAM IMPACT - Describe the effect on the mission, program, or project in terms of delay or significant cost adjustment. Example: Two-week launch delay.
13. INCIDENT DESCRIPTION - Describe the event including information about the extent of damage and/or injury, conditions that led to the mishap, and cause if known at this time. Specify location of facility where medical treatment was provided. DO NOT include names of persons.

IMPACT SUMMARY

14. ACTUAL OUTCOMES - Mark every checkbox that represents current facts about the incident.
15. LEVEL OF POTENTIAL - Mark every checkbox that represents likely outcomes for the incident.

PERSONNEL INVOLVED IN INJURY OR ILLNESS

(If more than one person was injured, then attach a NASA Mishap Report (NF 1627) with only this section completed for each additional person.)

16. NAME - Self-explanatory.
17. ORGANIZATION - Identify the organization of the person involved.
18. CONTRACT NUMBER - When the organization is a contractor, enter the contract number.
19. JOB TITLE/OCCUPATION - Describe the job position of the person involved.
Example: Technician
- 20-23. SUPERVISOR'S NAME, ORGANIZATION, MAIL CODE, & PHONE - Provide identifying information about the supervisor of the person involved.
24. AGE - (of the person involved) Self-explanatory.
25. SEX - Check as appropriate.
26. SHIFT WORKED - Check as appropriate.
27. CONTINUOUS DUTY HOURS - Self-explanatory.
28. YEARS OF EXPERIENCE - Check as appropriate.
29. INJURY OR ILLNESS - Check as appropriate.
30. FROM PRE-EXISTING - Check as appropriate.
31. FATALITY? -
32. DATE OF DEATH -
33. PERMANENT DISABILITY? -
34. # OF FULL LOST WORKDAYS -
35. # OF RESTRICTED WORKDAYS -
36. INJURY TYPE(S) - Choose one or more items from the list. (See instructions below.)

37. AFFECTED BODY PART(S) or BODY SYSTEM(S) - Choose one or more items from the list. (See instructions below.)
38. BRIEF MEDICAL DIAGNOSIS -
39. MEDICAL TREATMENT ADMINISTERED - Mark every checkbox that represents treatment administered to the person involved. Mark the checkbox for "First Aid Only" if only First Aid treatment was administered to the individual.
40. MEDICAL TREATMENT ADMINISTERED - Describe any treatment not included in box #39.

EQUIPMENT/PROPERTY DAMAGE

41. CLASS OF EQUIPMENT/PROPERTY DAMAGED - Mark every checkbox that represents the type of damaged.
42. ESTIMATED COST OF ALL DAMAGED ITEMS - Mark one checkbox that represents the initially estimated cost of the damage. Provide Final Cost in follow-up report.
43. # OF ITEMS DAMAGED -
43. SPECIFIC ITEM(S) DAMAGED - Identify or describe the damaged items from box #41.
Example: If the class indicated in box #41 is Flight Hardware, then the specific item could be "Orbiter/Avionics."

SUBMITTER

- 44-47. SUBMITTED BY, ORGANIZATION, MAIL CODE, & PHONE - Provide identifying information about the person filling in this form.
- 48-49. DATE & TIME - Enter the date and time when the form is filled in.

CAUSES

50. DIRECT CAUSE(S) - Choose one or more items from the list. (See instructions below.)
51. OBJECTS OR SUBSTANCES INVOLVED - Choose one or more items from the list. (See instructions below.)
52. ACTIVITIES OR UNSAFE ACTS IN PROGRESS - Choose one or more items from the list. (See instructions below.)

INITIAL CORRECTIVE ACTION

53. INITIAL ACTION TAKEN -
54. DATE INITIATED -
55. DATE COMPLETED -
- 56-59. PERSON TAKING ACTION, ORGANIZATION, MAIL CODE, & PHONE - Provide identifying information about the person taking the initial corrective action.

PLANNED CORRECTIVE ACTION

60. PLANNED ACTION TO BE TAKEN -
61. ESTIMATED START DATE -
62. ESTIMATED COMPLETION -
- 63-66. PERSON TAKING ACTION, ORGANIZATION, MAIL CODE, & PHONE - Provide identifying information about the person taking the planned corrective action.
67. PLANNED ACTION TO BE TAKEN -
68. ESTIMATED START DATE -
69. ESTIMATED COMPLETION -
- 70-73. PERSON TAKING ACTION, ORGANIZATION, MAIL CODE, & PHONE - Provide identifying information about the person taking the planned corrective action.

Choosing items from a list

The list appears when you move the insertion point to this field. If the field already has data, then clicking with the mouse might not display the list again. In this case, click in an earlier field and use the TAB key to move forward and display the list.

To choose an item from the list first highlight the item you want. You can use the arrow keys or the mouse to highlight the proper item. Then either press the ENTER key, click the Ok button, or double click the item.

The list of items you have chosen is displayed at the top of the window. You can add many items to the list. To remove any item, you must edit the list with the DELETE or BACKSPACE keys. You can edit the list in the list window or you can edit the field on the form.

AMENDMENT OF SOLICITATION/
MODIFICATION OF CONTRACT1. CONTRACT ID CODE
NASS-00047PAGE OF PAGES
1 | 1

2. AMENDMENT/MODIFICATION NO.

Nine (9)

3. EFFECTIVE DATE

See Block 16 (c)

4. REQUISITION/PURCHASE REQ. NO.

See Block 12

5. PROJECT NO. (If applicable)

ISSUED BY CODE

214.6

7. ADMINISTERED BY (If other than Item 6)

CODE

National Aeronautics and Space Administration
Goddard Space Flight Center
Code 214.6/Contracting Officer
Greenbelt, MD 20771

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NASS-00047	10B. DATED (SEE ITEM 13) 01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram Or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 181

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	d. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to incorporate the following administrative change at no increase in contract value. Accordingly,

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Verron M. Brade, Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Verron M. Brade</u> (Signature of Contracting Officer)	16C. DATE SIGNED 1/10/01

N 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA

As found in Section H.6 (a), SAFETY AND HEALTH-ADDITIONAL REQUIREMENTS; NFS Clause 18.52.223-70, "Safety and Health" is incorporated by reference in Clause I. "LIST OF SECTION I CLAUSES INCORPORATED BY REFERENCE."

I.1 LIST OF SECTION I CLAUSES INCORPORATED BY REFERENCE

(18.52.223-70) SAFETY AND HEALTH (NOV 2000)

(End of Modification 9)

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE NAS5-00047		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. TEN (10)		3. EFFECTIVE DATE See Block 16 (c) 214.6		4. REQUISITION/PURCHASE REQ. NO. See Block 12	
5. PROJECT NO. (If applicable)		7. ADMINISTERED BY (If other than Item 6)		CODE	
ISSUED BY National Aeronautics and Space Administration Goddard Space Flight Center Code 214.6/Contracting Officer Greenbelt, MD 20771					

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE (X)	9A. AMENDMENT OF SOLICITATION NO.	FACILITY CODE	9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-00047	10B. DATED (SEE ITEM 13) 01/01/00	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram Or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

ACCOUNTING AND APPROPRIATION DATA (If required)

B/NC: 181

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	d. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to incorporate the following administrative change. Accordingly,

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Verron M. Brade, Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Verron M. Brade</u> (Signature of Contracting Officer)	16C. DATE SIGNED 2/2/01

Under section I.1 "LIST OF SECTION I CLAUSES INCORPORATED BY REFERENCE." Clause 52.222.2, "PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)" is replaced with the following:

I.1 LIST OF SECTION I CLAUSES INCORPORATED BY REFERENCE

(52.222-2) PAYMENT FOR OVERTIME PREMIUMS (JUL 1990),
Paragraph (a), insert \$44,916.00

(End of Modification 10)

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE NAS5-00047	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. Eleven (11)	3. EFFECTIVE DATE See Block 16 (c) 214.6	4. REQUISITION/PURCHASE REQ. NO. See Block 12	5. PROJECT NO. (If applicable)
6. ISSUED BY National Aeronautics and Space Administration Goddard Space Flight Center Code 214.6/Contracting Officer Greenbelt, MD 20771		7. ADMINISTERED BY (If other than Item 6)	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Boulevard
Lanham, MD 20706

CODE (X)	9A. AMENDMENT OF SOLICITATION NO.	FACILITY CODE 9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-00047	10B. DATED (SEE ITEM 13) 01/01/00

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ☐ Copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer Submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram Or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
B/NC: 181 See Page 2 PPC: PF

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

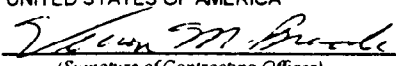
(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A UNDER FAR 52.243-2 CHANGES - COST REIMBURSEMENT (AUG 1987)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, Appropriation date, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	d. OTHER (Specify type of modification and authority) This unilateral modification is issued pursuant to the Limitation of Funds Clause (52.232.22)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 4 copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to provide additional allotment of funds. Accordingly:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Verron M. Brade, Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 3/28/01

1. Block 21 "ACCOUNTING AND APPROPRIATION" is revised as follows:

<u>PCN</u>	<u>JON</u>	<u>APPN</u>	<u>OBLIGATE</u>	<u>BLI</u>	<u>OC</u>
400-02261(1P)	400-992-87-01-01	801/20110(01)	\$5,260,067	A300	40-2590
TOTAL OBLIGATION:			\$5,260,067		

2. Clause B.6--CONTRACT FUNDING is revised to make additional funds available, as follows:

	<u>FROM (Mod 7)</u>	<u>BY</u>	<u>TO</u>
Cost	\$19,140,242	\$ 4,809,652	\$23,949,894
Fee	<u>1,797,269</u>	<u>450,415</u>	<u>2,247,684</u>
TOTAL	\$20,937,511	5,260,067	26,197,578

The period of allotment is extended through July 31, 2001.

-End of Modification -